

963512/06/05

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: ASSISTANT TO THE MAYOR (NON-CLASSIFIED)

DEFINITION

Under general supervision, to perform a wide variety of highly responsible and confidential complex tasks; as part of a small team to accomplish the Mayor's goals; to serve as a special assistant in the Mayor's office to conduct a wide variety of public relations and promotion tasks; to conduct a wide variety of public relations and promotion tasks; to coordinate and provide professional level support to a variety of project oriented committees, task forces and working groups in furtherance of the goals of the office; to represent the Mayor's office in the community; to perform administrative duties including monitoring and processing of the office budget; and to perform other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The incumbent shall be appointed "at-will" and exempt from the classified service and serve at the pleasure of the Mayor. Incumbents in this class perform confidential and complex administrative duties for the Mayor. Work involves a high degree of independent judgement requiring a thorough knowledge of City procedures and policies and the ability to choose among several alternatives in performing a variety of assignments without instruction and in scheduling and completing work.

REPORTS TO: Mayor's Chief of Staff

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Mayor's Chief of Staff. May have lead responsibility on a project basis over other administrative support staff.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

Perform a wide variety of complex, responsible, and confidential duties for the Mayor, Mayor's office, and designated City executives.

- Interpret and apply divisional policies and procedures in response to inquiries and make appropriate referrals.
- Review work of other administrative support staff upon completion for conformance to divisional requirements.
- Compose proclamation requests from outside agencies and for retiring City employees.
- Assist in training, supervising, and of administrative support staff.
- Coordinate annual Mayor's State of the City address exhibits with City departments and outside agencies.
- Represent Mayor's office at weekly agenda conferences with City Manager and department heads.
- Schedule, coordinate, and compile information for special presentations at Council meetings, such as proclamations and plaques, at the request of outside agencies.
- Represent Mayor's office and participate in a variety of special projects and activities that are business and/or community oriented.
- Gather, organize, and prepare information for routine reports and contact meeting participants.

- Recommend organizational or procedural changes affecting administrative support activities.
- Respond independently to letters and general correspondence of a routine nature.
- Coordinate in the administration of a small department; prepare comprehensive reports, compile annual budget requests, and recommend expenditure requests for designated accounts; review, log, determine priority, of and route correspondence.
- Supervise, initiate, and maintain a variety of files and records of information such as payroll, attendance, budget, production, and cost records.
- Respond to complaints and requests for information in relation to the intent, coverage, and content of instructions, guides, precedents, and regulations.
- As department representative, may serve on various internal and external committees.
- Coordinate commendation certificates with administrative support staff.
- Coordinate preparation and purchasing of presentation folders, plaques, and a variety of other speciality items.
- Coordinate and compile information for Annual City Spirit award with recipient and outside agencies.
- Serve as department representative on a variety of City projects which may include annual Employee's Service Awards program and United Way Campaign.

QUALIFICATIONS

Knowledge of:

- Organization, procedures, and operating details of a municipal government.
- City policies, rules, and regulations.
- Record keeping principals and procedures.
- Modern office methods, procedures, equipment, and business letter writing.
- Computer devices and equipment; appropriate software applications.
- Public information techniques.
- Research techniques, methods, and procedures and report presentation.

Ability to:

- Interpret and apply administrative and departmental policies, laws, and rules.
- Analyze situations carefully and adopt effective courses of action.
- Organize workload to ensure responsibilities are carried out in a timely manner.
- Communicate clearly and concisely, orally and in writing.
- Work independently in the absence of supervision.
- Establish and maintain effective and cooperative working relationships with those contacted in the course of work; promote good public relations.
- Maintain the confidentiality of privileged information.

- Operate computer devices and utilize various software and/or work processing techniques.
- Take minutes at meetings and respond to correspondence.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's Degree from an accredited four year college or university with a major related to public or business administration, public relations, communications or a closely related field. A Master's Degree in public administration, public policy, business or public relations is highly desirable and may be substituted for up to two years of the required work experience.

Experience: Four years of responsible administrative support work and/or public relations experience.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Assistant to the Mayor

TO: Inter-Governmental Affairs and Protocol Officer